



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 45/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: PROVINCIAL TREASURY

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE: 2008/05/26

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Chr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



CORPORATE SERVICES DIRECTORATE

ORGANISATIONAL EFFICIENCY SERVICES SUB-DIRECTORATE

POST	: MESSENGER
SALARY	: R49 665 – R57 663 (Appointment will be on the first notch)
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A grade ten qualification. Knowledge of the city(ies) in which the functions will be performed. A valid code 8 driver's license.
KEY RESPONSIBILITIES	<p>: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents);</p> <p>Do routine inspection on the allocated vehicle and report defects timely;</p> <p>Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled;</p> <p>Render a clerical support/messenger/operator service in the relevant office.</p>
ENQUIRIES	: Ms. N Lebone TELEPHONE: (051) 403-3827
REFERENCE NUMBER	: FSPT 024/08
CLOSING DATE	: 13 June 2008

APPLICATIONS

: Attention: Ms. GMC Gildenhuys
Free State Provincial Treasury
Provincial Government Building
Room 431
Private Bag X 20537
Bloemfontein
9300
Tel No: 051-405 4274

ACCOUNTING SERVICES DIRECTORATE
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POST

: **SENIOR FINANCIAL ADMINISTRATION
OFFICER: ACCOUNTING**

SALARY

: R132 054 – R153 312 (Appointment will be on the first notch)

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate three year degree/diploma in Accounting/Financial Management.

RECOMMENDATION

Knowledge and experience of BAS, knowledge of the PFMA and Treasury Regulations. Computer Literate in Microsoft Excel and Microsoft Word.

KEY RESPONSIBILITIES

: Provide training to all Asset and Liability Item users within the Free State Provincial Administration to ensure capacity building to enhance an effective and efficient accounting system;

Compile provincial policies and procedures in order to ensure implementation and adherence by all provincial departments as well as the amendment and implementation of National Treasury prescripts;

Compile monitoring reports to promote accurate and credible accounting information;

Evaluate Asset and Liability items and any new financial system to ensure adherence to provincial and national norms and standards;

Monitor efficient and effective management of Asset and Liability items including bank reconciliations.

ENQUIRIES

: Mr. MM Mofokeng
TELEPHONE: (051) 405-5241

REFERENCE NUMBER

: FSPT 025/08

CLOSING DATE

: 13 June 2008

APPLICATIONS

: Attention: Ms. GMC Gildenhuys
Free State Provincial Treasury
Provincial Government Building
Room 431
Private Bag X 20537
Bloemfontein
9300
Tel No: 051-405 4274

BUDGET MANAGEMENT DIRECTORATE

POST

: **MANAGER: BUDGET MANAGEMENT**

SALARY

: R369 000 – R427 836 (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate three year degree in Accounting /Finance/Economics, Management or other relevant commercial sciences. Extensive experience in budgeting and financial

management with exposure to a management environment.

RECOMMENDATION

: Knowledge and experience in the education sector will be an added advantage.

KEY RESPONSIBILITIES

: Advise and assist Departments with the compilation of the main budget, in line with prescribed formats;

Evaluate and assess the strategic and annual performance of Departments according to the prescribed format, Growth and Development Strategy, national policies and relevant legislation;

Evaluate and analyze main budget proposals of Departments that should be in line with their departmental strategies/annual performance plans, Growth and Development Strategy, national priorities, legislation and Departmental policies;

Evaluate and analyze the infrastructure budgets of Departments that should be in line with departmental infrastructure plans and the Growth and Development Strategy;

Recommend and determine Medium Term Expenditure Framework allocations per Department for the tabling thereof at the Executive Council and Legislature;

Evaluate and assess additional budget (adjustment) requests from Departments and recommended additional budgets to the MEC and Executive Council;

Promptly provide any budget information required by the MEC for Finance, Executive Council, National Treasury, Legislature, Portfolio Committee on Finance, Provincial Public Accounts Committee, line Departments, Senior Management, Financial Institutions, etc;

Conduct ad-hoc site visits on completed infrastructure projects.

ENQUIRIES : Mr. MJ Ledibane
TELEPHONE: (051) 405-5094

REFERENCE NUMBER : FSPT 026/08

CLOSING DATE : 13 June 2008

APPLICATIONS : Attention: Ms. GMC Gildenhuys
Free State Provincial Treasury
Provincial Government Building
Room 431
Private Bag X 20537
Bloemfontein
9300
Tel No: 051-405 4274

Free State Provincial Treasury is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference. The Department reserves the right not to fill any of the advertised post(s).

Directions to applicants:

- Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy).
- Candidates who possess foreign qualifications and/ or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications.
- No e-mailed or faxed applications will be considered.
- Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.